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March 13, 2003

To: County Superintendents of Schools

From: Duwayne Brooks  
Assistant Superintendent of Public Instruction

Contact: Lynn Piccoli, Manager  
K-3 Class Size Reduction Program

**Subject: Form J-7CSR for the K-3 Class Size Reduction Program, Fiscal Year 2002-03**

Enclosed please find copies of the 2002-03 form J-7CSR for the K-3 Class Size Reduction (CSR) program. This form is to be completed by all local educational agencies (LEAs) that are participating in the K-3 CSR program. The data submitted on the J-7CSR will be used to compute the final apportionment for the 2002-03 fiscal year.

Please note that we will not be mailing copies of this package to individual districts or charter schools. An Excel version of the J-7CSR form and instructions is available on our web site. We encourage LEAs to download this file and use it to enter their data. The formulae have been encoded so that all an LEA must do is enter the number of classes of each size in the appropriate grade level section. All other mathematical calculations will then be performed automatically. Unfortunately we're not equipped at this time to allow LEAs to submit their completed J-7CSRs electronically, so once the data has been entered, the LEA may then print the form, sign it, and forward it to the county office for signature and forwarding to CDE. The Excel version of the form is available at:

[www.cde.ca.gov/classsize/j7csr.htm](http://www.cde.ca.gov/classsize/j7csr.htm)

The general instructions (which include the signature certification block) and the special instructions are all included in the Excel file (see the tab markers at the bottom of the file once it's been opened).

Due to the availability on our website of the J-7CSR, we have only provided county offices with a few hard copies of the forms and instructions. Also enclosed is a listing of each district that is participating in the program, as well as those charter schools that have applied independent of their sponsoring districts. **Please provide a copy of this letter to each participating school district and charter school in your county.**

Please ensure that the J-7CSR form is completed, signed, and returned on or before May 2, 2003 to:

Julie Woonacott  
California Department of Education  
School Fiscal Services Division  
1430 N Street, Suite 3800  
Sacramento, CA 95814-5901

If you have any questions, please contact Julie Woonacott at (916) 323-1314 or by email at [jwoonaco@cde.ca.gov](mailto:jwoonaco@cde.ca.gov), Shannon Farrell-Hart at (916) 323-3923 or by email at [sfarrell@cde.ca.gov](mailto:sfarrell@cde.ca.gov), or Lynn Piccoli at (916) 323-3926 or by email at [lpiccoli@cde.ca.gov](mailto:lpiccoli@cde.ca.gov).

(IMPORTANT NOTE! Please be aware that several "CSR Flexibility" bills have been introduced in the Legislature. If enacted into law, some of the proposed legislation requires that districts submit *school level* J-7CSRs. At this point it doesn't appear that the 2002-03 school year will be affected. However, districts should keep this in mind for 2003-04. We will keep you informed via the CSR website and the K-3 CSR email subscriber's list. To receive email updates regarding the K-3 CSR program, you may subscribe at: <http://www.cde.ca.gov/classsize/emailsub.htm> )